

# Department Series Report

## 13: Marine Resources

Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
<b>188#:</b>							
<b>Schedule #:</b> 795 1#:DMR Routine Correspondence							
Includes replies to requests for information, and correspondence among Marine Resources employees.	Paper	12/14/1989	Years	2	No Retention	0	Destroy Current
<b>Schedule #:</b> 1248 2#:Commissioners Correspondence (Marine Resources)							
Commissioner of Marine Resources correspondence.	Paper	2/23/1993	Retain Until Inactive	0	Years	0	Archives Current
<b>Schedule #:</b> 1407 58:Educational and Promotional Films of the Department of Marine Resources							
Historical films of fishing industry, methods, community oriented events surrounding fishing themes and promotional events such as Miss Pot Buoy 1932 and transplanting clams/aquacultural methods.	Motion Picture	9/6/2001	Years	0	Years	0	Archives Current
<b>188A:Administrative Services</b>							
<b>Schedule #:</b> 216 2A:License Applications							
Commercial shellfish, Interstate Lobster Transportation, Interstate Shellfish Transportation, Lobster and Crab Fishing, Lobster Meat Permit, Marine Work Dealers, Marine Worm Diggers, Nonresident Commercial Fishing, Nonresident Sea Moss, Resident Commercial Fishing Resident Sea Moss, Retail Seafood Dealer, Scallop Fishing and Wholesale Seafood Dealer's and Processors. Mussel-Boat, Mussel-Hand; Scallop Boat, Scallop Hand; Scallop Non Commercial; Wholesale Crawfish, Crawfish Supplemental, Retail Crawfish.	Paper	2/5/1992	Years	5	No Retention	0	Destroy Current
<b>Schedule #:</b> 216 2B:License Application Stubs							
Commercial shellfish, Interstate Lobster Transportation, Interstate Shellfish Transportation, Lobster and Crab Fishing, Lobster Meat Permit, Marine Work Dealers, Marine Worm Diggers, Nonresident Commercial Fishing, Nonresident Sea Moss, Resident Commercial Fishing Resident Sea Moss, Retail Seafood Dealer, Scallop Fishing and Wholesale Seafood Dealer's and Processors. Mussel-Boat, Mussel-Hand; Scallop Boat, Scallop Hand; Scallop Non Commercial; Wholesale Crawfish, Crawfish Supplemental, Retail Crawfish.	Paper	2/5/1992	Years	2	No Retention	0	Destroy Current
<b>Schedule #:</b> 380 3#:Training Materials - Marine Resources							

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Lesson plans, agendas, transparencies.	Paper	10/25/1985	Years	10	No Retention	0	Destroy	Current
<b>Schedule #:</b> 380 4#:Legislative Reports & Requests								
Fiscal information provided to Legislative Finance, Marine Resources Legislative Committee, Performance Audit Committee.	Paper	10/25/1985	Years	10	No Retention	0	Destroy	Current
<b>Schedule #:</b> 380 5#:Performance Audit Material								
Correspondence with Committee Chairman and assigned analysts; report.	Paper	10/25/1985	Years	10	No Retention	0	Destroy	Current
<b>Schedule #:</b> 687 6#:Shellfish Purchases and Sales Reports								
Reports of purchases and sales of wild shellfish (clams, mussels, oysters and quahogs) listing date of purchase, town where harvested, quantity purchased etc. Also reports purchases and sales of cultured shellfish, Also depurated wild shellfish.	Paper	10/30/1997	Years	1		0	Destroy	Current
Reports of purchases and sales of wild shellfish (clams, mussels, oysters and quahogs) listing date of purchase, town where harvested, quantity purchased, etc. Also reports of purchases and sales of cultured shellfish and depurated wild shellfish. (Examples of forms and reports are attached). These reports must be kept confidential.	Hard Disk	10/30/1998	Years	5	Years	0	Destroy	Current
<b>188D:Community Resource Development</b>								
<b>Schedule #:</b> 315 1#:Shellfish Reporting Records								
Forms submitted by Maine wholesale shellfish dealers reporting purchases, sales and reshipment of soft-shell clams. These forms to be destroyed after aggregation. Aggregated format includes computer tape, printouts and yearly listings.	Paper	8/11/1995	Years	7	No Retention	0	Destroy	Current
<b>Schedule #:</b> 730 10#:Town Ordinance Agreements (Marine Resources)								
An agreement between the town and the state to maintain a shellfish ordinance including open and closing of flats and for conservation, effective for 3 years. This agreement may be renewed.	Paper	4/19/1989	Years	6	No Retention	0	Destroy	Current
<b>Schedule #:</b> 730 11#:Wholesale Dealer Certifications (Marine Resources)								

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Files containing certificate information for all wholesale dealers who are certified to deal in shellfish handling, including monthly inspection forms of their facilities.	Paper	12/29/2014	Years	3	No Retention	0	Destroy Current
<b>Schedule #:</b> 730 12#:Harbors and Rivers Survey (Marine Resources)							
In depth study conducted by this department of key harbors and rivers; Data has many uses.	Paper	4/19/1989	Years	15	Years	15	Archives Current
<b>Schedule #:</b> 730 13#:Clam Surveys							
In depth surveys of clam flats by town providing the department with valuable research data on which to base future decisions.	Paper	4/19/1989	Years	10	Years	15	Destroy Current
<b>Schedule #:</b> 730 14#:Wetland Alterations License Reviews							
Requests from D.E.P. to D.M.R. for recommendations if alterations to Maine's coast should be allowed based upon its affect upon marine resources.	Paper	4/19/1989	Years	5	No Retention	0	Destroy Current
<b>Schedule #:</b> 790 15#:DOT Projects Requiring Comments by Anadromous Fish Division							
Proposed projects w/blueprints, maps etc. requiring division comments re:impact on resources/habitat etc.	Paper	9/27/1989	Years	2	No Retention	0	Destroy Current
<b>Schedule #:</b> 790 16#:Project Reports from Other Agencies submitted to AFD							
Agencies such as DEP, IF&W etc send drafts/proposals/reviews etc of various projects which may have impact on DMR resources/concerns.	Paper	9/27/1989	Years	2	No Retention	0	Destroy Current
<b>Schedule #:</b> 792 18#:DMR Weekly Newsletters							
Informative weekly newsletter for agency employees/retirees put together by administration but containing entire agency news.	Paper	9/27/1989	Years	1	No Retention	0	Destroy Current
<b>Schedule #:</b> 1060 25#:Tax Map Files (Marine Resources)							
These are copies of D.E.P. maps of residences along the coast to try and determine possible sites of pollution. Files include tax maps of the area and yearly survey of pollutants by month.	Paper	12/16/1993	Years	12	No Retention	0	Destroy Current
<b>Schedule #:</b> 730 9#:Waste Discharge License Reviews (Marine Resources)							

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Requests for DMR recommendations regarding individual waste discharge systems and how it could affect marine resources, navigation or recreation.	Paper	4/19/1989	Years 5	No Retention 0	Destroy	Current	
<b>188P:Marine Patrol</b>							
<b>Schedule #:</b> 729 1#:Prosecution Reports (Marine Resources)							
Summerizes when a person goes to court for a violation and is convicted for breaking the law.	Paper	4/19/1989	Years 7	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 729 10#:Complaints (Marine Patrol)							
Public concerns expressed to the Division Office which are kept on record for future reference.	Paper	4/19/1989	Years 7	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 729 11#:Weir Applications and Bonds							
Request for Weir permit per state regulations and a bond for two years for that permit.	Paper	4/19/1989	Years 5	Years 0	Destroy	Current	
<b>Schedule #:</b> 799 12#:Complaints against Marine Patrol Officers							
If someone makes a complaint against a Marine Patrol Officer, the chief appoints someone to investigate. Files include: interviews; summons; complaint; conclusion and possible reprimand; and related correspondence. Keep in agency until termination plus one year.	Paper	12/14/1989	Years 1	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 799 13#:Background Investigations and Polygraphs							
Pre-employment background investigation. It is also used to assist in the pre-employment polygraphs when hiring new Marine Patrol Officers. Files include: Background investigation; summary of polygraph test. Keep in agency until termination of employee plus one year.	Paper	12/14/1989	Years 1	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 814 14#:Polygraphs of People Who Are Not Hired							
All candidates for Marine Patrol Officer must take a polygraph test. These files are the polygraphs for the candidates not hired.	Paper	3/14/1990	Years 3	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 729 2#:Warnings from Marine Patrol							

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Warning , but not citation, given for breaking the law.	Paper	4/19/1989	Years 7	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 729 3#:Boat Accident Reports							
A record of accidents which state owned boats sustain.	Paper	4/19/1989	Years 2	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 729 4#:Officer Activity Reports (Marine Patrol)							
Weekly reports day to day of individual Marine Patrol Officer's activities.	Paper	3/15/2006	Years 10	Years 0	Destroy	Current	
<b>Schedule #:</b> 729 5#:Certified Copies Requested from Marine Patrol							
Verification of a certain record which is a true copy by this Department.	Paper	4/19/1989	Years 3	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 729 6#:Special Permits and Licenses (Marine Patrol)							
Permission for a company to collect marine specimens for research.	Paper	4/19/1989	Years 3	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 729 7#:Code of Operations (Manual)							
Bureau of Marine Patrol's manual of procedures and policies for Patrol Officer's conduct.	Paper	4/19/1989	Years 5	Years 0	Destroy	Current	
<b>Schedule #:</b> 729 8#:Watercraft Service Records							
Record of repairs done on DMR owned watercraft. Used for future purchases/cost data.	Paper	4/19/1989	Years 10	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 729 9#:Violations (Marine Patrol)							
Cardex of person's name, which court, and disposition of case (whole record of incident)	Paper	3/15/2006	Years 7	No Retention 0	Destroy	Current	

## 188S:Resource Management

**Schedule #:** 731 10#:Research Reference Documents (Marine Resources)

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Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type	
In-house documents describing data and research findings.	Paper	4/19/1989	Years	10	No Retention	0	Archives	Current
Schedule #:	943	11A:Herring Fishery Data (1947-1987)						
Records of Maine Herring landings and Herring Sample Data from 1947-1987. The Maine herring landings include individual plant purchases and catches by individual fishermen and are therefore confidential. Destroy 23 years after January 1, 1987.	Paper	8/20/1991	Years	3	Years	20	Destroy	Current
Schedule #:	943	11B:Herring Fishery Data						
Records of Maine Herring landings and Herring Sample Data from 1947-1987. The Maine herring landings include individual plant purchases and catches by individual fishermen and are therefore confidential. Keep in agency until entered on computer.	Paper	8/20/1991	Retention of Less than 1 Year - See Description	0	No Retention	0	Destroy	Current
Records of Maine Herring landings and Herring Sample Data from 1947-1987. The Maine herring landings include individual plant purchases and catches by individual fishermen and are therefore confidential. Disks are to be copied periodically every 3 years.	Floppy Disk	8/20/1991	Years	15	No Retention	0	Destroy	Current
Schedule #:	1268	12:Aquaculture Transfer Permits						
To track movement of smolts (young salmon) from hatcheries into Maine coastal waters.	Paper	10/26/1998	Years	3	Years	20	Destroy	Current
Schedule #:	1530	12#:Environmental Data						
Air temps; sea surface temps; sea bottom temps; salinity; barometric pressure, etc. for Boothbay Harbor, and small amount for Gloucester, Mass.	Paper	3/7/1986		0		0	Archives	Current
Schedule #:	1268	13#:Hatchery Disease Inspections						
To keep a record of reports of inspections for disease.	Paper	10/26/1998	Years	3	Years	20	Destroy	Current
Schedule #:	1359	14:Lobster Zone Council Election Materials						

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Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
This department is the state agency that oversees the local Lobster Management Zone Councils in Maine. The records include election ballots. Each member is voted in for a two year period and then replaced. Lobstermen who fish in that zone vote and the ballots are sent to this department for tallying. In addition to election ballots, the files contain nomination papers and election notices, and miscellaneous correspondence.	Paper	2/21/2001	Years 7	Years 0	Destroy	Current	
<b>Schedule #:</b> 798 15:Aquaculture Leases							
Leases approved by the Commissioner of Marine Resources for the culture of Marine organisms. Files include: Aquaculture leases; regulations; application procedures, fees and standards; and criteria for pen operations. Keep in agency until lease cancellation plus 5 years.	Paper	8/11/1995	Years 40	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 731 2#:Research Data of Marine Life							
Processed and unprocessed Data accumulated during the research process.	Paper	4/19/1989	Years 10	No Retention 0	Archives	Current	
<b>Schedule #:</b> 793 21#:Sport fishery Interview Information							
Records of sport fishermen: comments/interviews with sport fishermen. The interviews are to find type of fish, where to find the species and general interests of sport fishermen.	Paper	9/27/1989	Years 5	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 1619 22#:DMR Dealer Commercial Landing Statistics							
These are commercial landing statistics for the seafood industry in Maine. The Landing Program collects all Maine landing statistics. The landings are used by scientists, industry and the public, but individual dealer reports are held as confidential. In a typical file, the species and pounds landed, port landed and price paid to the harvester are recorded for each business.	Paper	11/18/2004	Years 3	Years 10	Archives	Current	
<b>Schedule #:</b> 1619 23#:DMR Eel & Elver Commercial Landing Statistics							
These are various landings recorded by commercial eel harvesters (fishermen) and elver dealers in Maine. The Landings Program collects all Maine landings statistics. The landings are used by scientists, industry and the public, but individual harvester and dealer reports are held as confidential. In a typical file, the date of harvest, species caught, area fished, pounds landed, ports landed and price paid to the harvester are recorded.	Paper	11/18/2004	Years 3	Years 10	Archives	Current	

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<b>Schedule #:</b> 1619 24#:DMR Harvester Commercial Landing Statistics  These are various landings recorded by commercial harvesters (fishermen) in Maine. The Landings Program collects all Maine landing statistics. The landings are used by scientists, industry and the public, but individual harvester reports are held as confidential. In a typical file, the date of harvest, species caught, area fished, pounds landed, port landed are recorded for each harvester.	Paper	11/18/2004	Years 3	Years 10	Archives	Current	
<b>Schedule #:</b> 1619 25#:DMR Shellfish Commercial Landing Statistics  These are commercial landings statistics for the shellfish industry in Maine. The Landings Program collects all Maine landings statistics. The landings are used by scientists, industry and the public, but individual dealer reports are held as confidential. In a typical file, the pounds landed, ports landed and price paid to the harvester are recorded for each business.	Paper	11/18/2004	Years 3	Years 10	Archives	Current	
<b>Schedule #:</b> 1619 26#:DMR Vessel Trip Reports Landing Statistics  These are various landings recorded by commercial harvesters (fishermen) in Maine. The Landing Program collects all Maine landings statistics. The landings are used by scientists, industry and the public, but individual harvester reports are held as confidential. These are the state copies of the Vessel Trip Reports (VTRs). In a typical file, the date of harvest, species caught, area fished, pounds landed, port landed are recorded for each harvester.	Paper	11/18/2004	Years 3	Years 10	Archives	Current	
<b>Schedule #:</b> 731 3#:Lectures & Notes (Marine Resources)  Records of talks delivered to various groups.	Paper	4/19/1989	Years 25	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 731 4#:Maps (Marine Resources)  Nautical Charts of the Gulf of Maine.	Paper	4/19/1989	Years 10	No Retention 0	Archives	Current	
<b>Schedule #:</b> 731 5#:Slides (Marine Resources)  35 mm photos of Maine activities, figures and tables, organisms.	Still Photograph	4/19/1989	Years 25	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 731 6#:Proposals (Marine Resources)							



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Requests to funding agencies outlining scientific projects and related correspondence.	Paper	4/19/1989	Years 5	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 731 7#:Diving Administrative Info.							
Memos, policies, logs, medical evaluations, reports, records pertaining to diving.	Paper	4/19/1989	Years 2	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 731 8#:Computer Runs (Marine Resources)							
Print-outs of data analysis.	Computer Printout	4/19/1989	Years 1	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 731 9#:Computer Program Documents (Marine Resources)							
Text of computer programs.	Computer Printout	4/19/1989	Years 10	No Retention 0	Destroy	Current	
<b>188SPH:Resource Management Public Health Division</b>							
<b>Schedule #:</b> 657 2#: Shellfish Growing Area and Shellfish Dealer Sample Data							
: Reports of water quality and shellfish meat analysis including results of tests for total coliform concentration (Most Probable Number), fecal coliform concentration, temperature, salinity, and weather conditions. Applicable documents include:growing area field data collection forms for seawater, shellfish, stream and shellfish relay samples, pollution source survey samples, and shellfish dealer process and wellwater samples; laboratory bench sheets for seawater, pollution source and stream samples; laboratory bench sheets for shellfish relay, harvest area and dealer shellfish samples; and laboratory bench sheets for shellfish dealer process water and wellwater samples.	Paper	6/22/1988	Years 5	Years 7	Archives	Current	
<b>Schedule #:</b> 875 24#: Shoreline Survey Field Inspection Information							
Federal guidelines require shellfish to be classified by pollution standards. The Public Health Division is charged with collecting these documents. The documents provide information for a growing area's Shoreline Survey, which is part of a Sanitary Survey. Sanitary Surveys are updated every 12 years, in accordance with the National Shellfish Sanitation Program (NSSP) Model Ordinance requirements. Applicable documents include: shoreline survey field sheets, marina triennial interview forms, Wastewater Treatment Plant interview checklists, and marina conditional area inspection forms.	Paper	3/11/1991	Years 12	Years 10	Destroy	Current	

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<b>Schedule #:</b> 1944 27#:Shellfish License Allocation Requests, Conservation Closure Paperwork, Transplant and Reseeding Requests							
Shellfish License allocation requests are requests by the town for their recommended license allocations for each year. Conservation closure paperwork is requests by towns for conservation closures, to close areas for conservation activities. Transplant and reseeded requests are requests from shellfish towns to receive a permit to do transplanting of seed in their digging areas. All of these forms are used by and approved by our area biologists who work with the shellfish towns for these requests. We maintain them for the recommended 6 years to allow for historical information to be utilized from the previous years and do comparative analysis on new requests.	Paper	12/29/2014	Years 6	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 1945 28#:Town Annual Reviews and Reports for Shellfish Management Programs							
Town Annual Reviews and reports are received annually from all shellfish towns. They support the shellfish programs and are primarily used by Area Biologists to run their program and communications between towns. The records are used to provide activity within each program, including conservation closures, transplanting, warden reports and annual budgets. Also committee members and contact information for each as well as meeting frequency, and planned activities for next year.	Paper	12/29/2014	Years 6	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 730 7#:Closed Area Regulations							
DMR regulations governing clam flats of the coast of Maine which are closed or open to harvesting of shellfish which protects the public health.	Paper	4/19/1989	Years 5	Years 10	Archives	Current	
<b>Schedule #:</b> 730 8#:Water Quality Reports (Marine Resources)							
Reports of for shellfish growing areas along Maine's coast which provide analysis and evaluation of data necessary to reclassify or open/close clam flats for harvest. The documents in this series provide information for a growing area's Sanitary Survey. Sanitary Surveys are updated every 12 years, in accordance with the National Shellfish Sanitation Program (NSSP) Model Ordinance requirements. Applicable documents include sanitary surveys, triennial reports, and annual reports that recommend a change in classification or open/closed status of shellfish harvest areas.	Paper	4/19/1989	Years 12	Years 5	Archives	Current	
<b>188SSE:Resource Management Stock Enhancement Division</b>							
<b>Schedule #:</b> 793 19#:Town Alewife Rights/Information							

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Information from those towns who harvest alewife runs, including regulations,landings. Towns having alewife harvest rights are required to take action disposing of these rights at each town meeting.	Paper	9/27/1989	Years 5	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 793 20#:Eel Permit Holders							
Listings of those who own permits, addresses, phone #'s, and species fished for.(Note: IF&W used to compile the list but now DMR does it from copies of permits sent from IF&W. DMR to treat on same 2-0-D basis.	Paper	9/27/1989	Years 2	No Retention 0	Destroy	Current	
<b>190#:Advisory Council</b>							
<b>Schedule #:</b> 855 1#:Advisory Council Minutes (Marine Resources)							
The written record of all activities and actions of the board.	Paper	9/21/1990	Years 5	No Retention 0	Archives	Current	